

## **JOB ANNOUNCEMENT**

Berrien County Trial Court – Family Division  
St. Joseph, MI

**Adoption Specialist** – Full-time position available in Berrien County, Michigan – Salary range: \$32,041 - \$42,938.

**Required:** A Bachelors Degree in Criminal Justice, Social Work, Criminology or related fields and two years of experience as a full time professional staff in a Court or other similar agencies; particularly, in the areas of adoptions.

**Desired:** Extensive work with adoptive families and the Court, interviewing, counseling, teaching and supervising in a social work arena. Ability to maintain records and reports and communicate clearly both orally and in writing. Knowledge of budgets, grant research and grant writing, workshop presentations, crisis intervention. Computer knowledge. Knowledge of community based adoption agencies, child development and adolescent behavior.

**General Summary:** Appointed by the Chief Judge and Presiding Judge of the Family Division, and under the Judge's and the Family Division Administrator's supervision, the Adoption Specialist is responsible for reviewing and processing all adoption petitions and all other matters relating thereto in compliance with the statutory requirements and Court rules. The Adoption Specialist coordinates the scheduling of court hearings to effectively utilize the Court's time and to allow for the timely movement of cases. Further, the Adoption Specialist interviews petitioners, receives and reviews petitions to assure documents are in accordance with Probate receipting procedures. Assures daily contact with community agencies, attorneys, social workers, psychiatrists, physicians, confidential intermediaries and the general public. Accurately supplies information to petitioners regarding adoptions. Conducts all adoption investigations. Processes requests for identifying/non-identifying information and data on past secret marriages.

**Notes:** Candidates for this position must submit to fingerprints and are subject to a criminal record check, character, reputation, mental health and moral character screening and clearance before employment. Must pass a pre-employment physical, including drug testing. **A copy of your college transcript must be included with your application.**

**BERRIEN COUNTY, MICHIGAN** – A great place to live and work. Berrien County is located in the southwest corner of the state. It is bordered on the west by 42 miles of Lake Michigan shoreline and on the south by the State of Indiana. Berrien County has a diversified economic base with its manufacturing, agriculture, tourism, and service industries. With the Lake Michigan resource and 306 inland lakes and rivers, Berrien County is a popular tourism destination, which is enhanced by the unique farm markets that abound within the area. The County's central location (fifty-four percent of U.S. manufacturing and sixty-five percent of Canadian manufacturing are within 500 miles) is serviced by major highways, airports, rail, and commercial ports, which contribute to maintenance of the strong diversification of the economic base.

**APPLICATION FOR THIS POSITION CAN BE OBTAINED AT THE FOLLOWING:**

**PERSONNEL DEPARTMENT, BERRIEN COUNTY ADMINISTRATION BUILDING  
701 MAIN STREET, ST. JOSEPH, MICHIGAN 49085  
BETWEEN 8:30 A.M. AND 5:00 P.M.**

**JOB HOTLINE (269) 983-7111, EXT. 8919  
BERRIEN COUNTY WEB SITE: [www.berriencounty.org](http://www.berriencounty.org)**

**Equal Opportunity Employer**